



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT EDUCATIONAL LEAVE (WITHOUT PAY)	POLICY NO. 604.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 2
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 708.02 1/11/82	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To govern educational leaves, with the objective of benefiting the Department of Mental Health (DMH) by enabling employees to improve their professional skill and competency.

DEFINITION

- 2.1 An educational leave is defined as a leave for the purpose of obtaining a degree or certification from or otherwise completing a specified program in an accredited college, university, or institute.

POLICY

- 3.1 The DMH may grant an educational leave of absence without pay not to exceed twelve months, to any permanent employee who has at least three (3) years of continuous service with the County, provided that the employee's request is (1) submitted in writing by the employee with appropriate justification and (2) approved by the appropriate Deputy Director.

PROCEDURE

- 4.1 A formal application for an educational leave of absence shall be submitted to the Director of Mental Health, or designee, through the appropriate supervisory channels at least three (3) months prior to date such leave will commence. The application shall include and be accompanied by the details of the applicant's plan, along with a statement of the benefits that would be derived by the Department of Mental Health and County of Los Angeles obtained from the course of study.
- 4.2 Justification for requested educational leave shall include the following information:
 - 4.2.1 Any interest and capability for the academic goals identified.
 - 4.2.2 Any demonstrated interest and capability for the work.
 - 4.2.3 Identification of a course of study that will significantly add to the employee's effectiveness on the job and be of benefit to the County.



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Also identify the requirements to achieve the degree or certificate and the time required for completion.

4.2.4 Evidence of having been accepted by an accredited school.

AUTHORITY

Department of Mental Health Policy